

J O B O P P O R T U N I T Y

California Department of Veterans Affairs
"Veterans First"

Veterans Home of California, Yountville

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CLASSIFICATION: Hospital Worker (8141)
Full-Time, Permanent
\$1994.00 - \$2421.00

LOCATION: RCFE

FINAL FILE: April 28, 2006

NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment

DUTIES & RESPONSIBILITIES:

The predominant duties for this position include, but are not limited to:

- Performs routine housekeeping tasks such as: sweeping, mopping, dusting furniture and fixtures, washing walls and windows, appliance cleaning, empties and cleans trash receptacles. Assists in moving and arranging furniture and equipment. Tasks may be in common areas or members' rooms.
- Provides members with assistance in bathing, dressing, grooming and other areas of personal hygiene when necessary.
- Assists members in maintaining their ability to live independently, may include but not limited to: room cleanliness and organization, mail sorting, personal effects management.
- Assists with packing and unpacking of members personal property during the Admission or Discharge process of residents.
- Assists members with the washing of their personal laundry and bed linens; assists members with weekly bed linen changes.
- Make rounds of building as necessary and observes for unusual symptoms or behaviors and takes appropriate action when necessary.
- Encourages members to be active and involved socially; provides accompaniment and support to residents participating in activities in or away from the facility.
- Assists members with prescribed medications which are self-administered.
- Is vigilant of any unsafe or unhealthy conditions. Corrects or reports such conditions to the appropriate person for correction.
- Monitors emergency call system in Section Office. Performs immediate and appropriate interventions in emergency situations.
- Performs general routine office procedures; documenting in Section Log books, taking and delivering phone messages, greeting residents' visitors and guests.
- Other duties as related.

ABILITIES:

Ability to communicate effectively.

DRUG TESTING REQUIREMENT:

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

WHO MAY APPLY:

Applications will be accepted from Veterans Home-Yountville employees with permanent State Service in the class of Hospital Worker, or working in a class eligible for lateral transfer. Applications will be subject to screening and only the most qualified will be interviewed. Priority consideration will be given to candidates on the SROA list. NOTE: All State applications must be postmarked no later than the final filing date. Applications personally delivered, faxed or received via interoffice mail must be received before the close of business at 5:00 pm on the final filing date; no exceptions will be made.

HOW TO APPLY:

Applications may be downloaded from the State Personnel Board website: www.spb.ca.gov.
Candidates should submit a State Application (Std. 678) and resume to:
VETERANS HOME OF CA – YOUNTVILLE
HUMAN RESOURCES – TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

INQUIRIES:
VOICE: (707) 944-4550
TDD: (707) 944-4560
Website: www.cdva.ca.gov

Release Date: April 17, 2006